

**BY ORDER OF THE COMMANDER  
AIR EDUCATION AND TRAINING  
COMMAND**



**AF INSTRUCTION 34-116**

**AIR EDUCATION AND TRAINING COMMAND  
Supplement 1**

**8 AUGUST 2002**

**Services**

**★AIR FORCE GOLF COURSE PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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**AFI 34-116, 1 February 1996, is supplemented as follows:**

This publication does not apply to the Air National Guard or the Air Force Reserve Command. Maintain and dispose of records created as a result of processes prescribed in this publication in accordance with AFMAN 37-139, *Records Disposition Schedule* (will become AFMAN 33-322, Volume 4).

**SUMMARY OF REVISIONS**

**This document is substantially revised and must be completely reviewed.**

2.1.3. By 15 July of each year, send a copy of the annual merchandise (purchasing) plan to HQ AETC/SVPB. To help develop the plan, HQ AETC/SVPB has created and sent a package to each AETC golf course, which includes an instruction guide and a spreadsheet workbook.

2.2. In addition to the references in the basic AFI, managers will review AFI 34-219, *Alcoholic Beverage Program*, and AFMAN 34-228, *Air Force Club Program Procedures*. A sales mix analysis (SMA) must be completed any time food costs or sale prices change. Sound management practices dictate that an SMA should be completed monthly. At a minimum, each separate food activity must complete an SMA at least every 6 months. Food budgets will be updated to reflect changes in the SMA. Each snack bar operation with average monthly sales exceeding \$15,000 must use and maintain the MAJCOM-approved automated food database system.

**2.5. (Added)(AETC) Participation in Golf Tournaments.** In addition to the guidance in AFI 34-262, *Services Programs and Use Eligibility*, and AFMAN 34-130, *Air Force Golf Program Management*, the

sponsor or organizational representative requesting a golf tournament will provide the following in writing: what charity the fund-raising event is for, special course requirements, and how the money will be distributed (expenses and charity). In addition, the base or wing staff judge advocate's review and coordination are required on all requests for golf tournaments (with or without a fund-raising requirement) that involve participation by non-DoD civilians.

3.1.4. AETC minimum golf course green fees must average no less than the costs of course maintenance per round. To calculate this, divide the annual maintenance costs by the total number of rounds played on the course annually; for example: Maintenance costs (\$400,000) divided by total rounds (50,000) equals maintenance costs per round (\$8). To determine the suggested green fee based on current operational data, golf managers should refer to the Golden Eagle Standards green fee calculation formula available at <https://www-r.afsv.af.mil/golf>. Twilight and intramural program fees must be no less than 50 percent of regular 18-hole fees for each category. This excludes special offers and promotions used during slow periods to entice more participation.

3.6. To rent and/or operate a golf car, authorized customers must be 16 years of age and possess a valid state driver's license.

3.8, Bullet 3. Ensure drinking water is accessible no less than every three holes when the *temperature* exceeds 80 degrees Fahrenheit or when the *heat index* exceeds 90 degrees Fahrenheit.

**NOTE: The following are added to Attachment 1:**

***References (Added)(AETC)***

AFI 34-219, *Alcoholic Beverage Program*  
AFI 34-262, *Services Programs and Use Eligibility*  
AFMAN 34-130, *Air Force Golf Program Management*  
AFMAN 34-228, *Air Force Club Program Procedures*

***Abbreviations and Acronyms (Added)(AETC)***

**SMA**—sales mix analysis

MICHAEL A. PACHUTA, Colonel, USAF  
Director of Services